



ANNOUNCES AN EMPLOYMENT OPPORTUNITY
for
STAFF DEVELOPMENT OFFICER

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) This position has been designated as Confidential and the incumbent serves “at will.”

SALARY: \$2,399.20 - \$2,916.00 biweekly
\$5,218.00 – \$6,342.00 monthly

LAST DAY TO APPLY: **Wednesday, November 9, 2005 at 5:00 p.m. (or until filled)**

ESSENTIAL DUTIES:

Examples of duties performed by the Staff Development Officer, include but are not limited to, the following:

- Assign, direct, train and evaluate the staff in the Court's training and development program.
- Develop, oversee and conduct a variety of training programs including management and supervisory training, technical and professional development, orientation, career counseling and upward mobility programs.
- Consult with managers and supervisors in planning training programs, identifying in-service training needs, selecting the most effective training methods, selecting trainees and evaluating results of training courses.
- Formulate and/or recommend Court training policies and procedures.
- Prepare training and orientation aides, handbooks, manuals, course outlines, course scripts and other training materials; review potential training assistance from outside specialists and available audio-visual training aids and recommend selection of such services.

- Supervise and participate in the training of trainers in selected Court units.
- Collaborate effectively with committees, other governmental training agencies and Court units. Develop and conduct on-going training to meet the needs of Court employees.
- Oversee the administration of the Court Tuition Reimbursement Program.
- Counsel management/supervisory staff counseling employees in course and curriculum content relative to job performance, career development and upward mobility.
- Keep informed on current training trends, literature, methods and techniques and available audio-visual materials.
- Advise and recommend organizational development strategies and techniques to Court senior management.
- Compile and prepare reports and correspondence as necessary.
- Oversee the development and management of the program budget.

MINIMUM QUALIFICATIONS:

Either I

Education: Graduation from an accredited college or university with a Bachelor's degree in human resources administration, public administration, business administration, industrial psychology, communications, career development, organizational development, adult education or other closely related field.

-And-

Experience: Three (3) years of professional level experience in planning and conducting employee development training programs including supervisory and management development training, at least one (1) year of which must have included responsibility for training trainers and developing new training programs.

Substitution: A Master's degree in human resource administration, public administration, business administration, industrial psychology, communications, career development, organizational development, adult education or closely related field may substitute for one (1) year of the required general training experience.

Or II

Any combination of education, experience and training which would provide the required knowledge and abilities.

Knowledge of:

Principles, methods and techniques of employee training and development; organizational development and interpersonal communication; training and evaluation models; human relations and behavioral science methodologies and how they relate to adult learning and training; the nature of the learning process; teaching skills, principles and methods used in conducting training courses; principles, methods and techniques of course development and facilitation; current and significant literature in the field of employee training and career development; principles and techniques of effective employee supervision; current technologies used in training activities, such as audio-visual aids, software programs, demonstration models and reference materials; principles and practices of public administration; basic principles and practices of administration and organization; statistical methods; procedures and processes of Court budget preparation and maintenance; proper English usage, spelling, grammar and punctuation.

Ability to:

Perform duties independently under general, minimal supervision within guidelines and Court policies and procedures; research, analyze and make recommendations on training needs and on gaps in areas where training is lacking; write logical, comprehensive, concise reports and correspondence; prepare and make effective presentations; establish and maintain effective and cooperative working relationships; work closely with individuals at all organizational levels; closely collaborate with all levels of the Court and training resource providers; acquire adequate knowledge in the functions and activities of Court units in order to effectively address training needs and issues; plan, organize and conduct training programs; train trainers and evaluate training results; analyze work situations and determine valid training needs; set priorities and meet deadlines in a timely manner; direct and participate in the development of training manuals, handbooks, lesson plans and demonstrate models; design and implement programs to meet employee and organizational training needs; develop visual aids and other instructional materials to meet specific training needs; articulate effectively to large and small groups of people while training or facilitating; prioritize work efficiently; effectively represent the unit to other areas of the Court, the AOC, vendors, other public agencies and training resource groups; use computers and computer-related peripheral equipment; effectively communicate orally and in writing.

DESIRABLE QUALIFICATION:

- Experience in or knowledge of Court operations.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Wednesday, November 9, 2005** (*or until filled*). Applications received by the final filing date of November 9, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be evaluated to select the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to a panel interview. The interview may consist of written and/or oral questions.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into the Staff Development Officer position must submit a completed **court application form, resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Wednesday, November 9, 2005 (or until filled)**. Applications received by the final filing date of November 9, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

STAFF DEVELOPMENT OFFICER SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. Describe your experience planning and conducting employee development training programs including supervisory and management development training.
2. Describe your experience developing new training programs and training trainers.
3. Describe your experience supervising or acting as a leadworker.
4. Describe your experience in or knowledge of Court operations.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Vision Plan The Court pays for the cost of employee and dependent vision care.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.